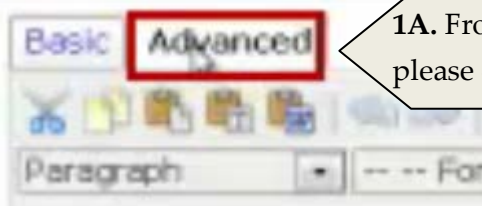


# Advanced Text Editor

In this tutorial we will cover the “Advanced” tab on a text editor from D2L. The Advanced Text Editor has more options for editing material such as inserting audio and video, entering math equations and changing the font for your textual material.

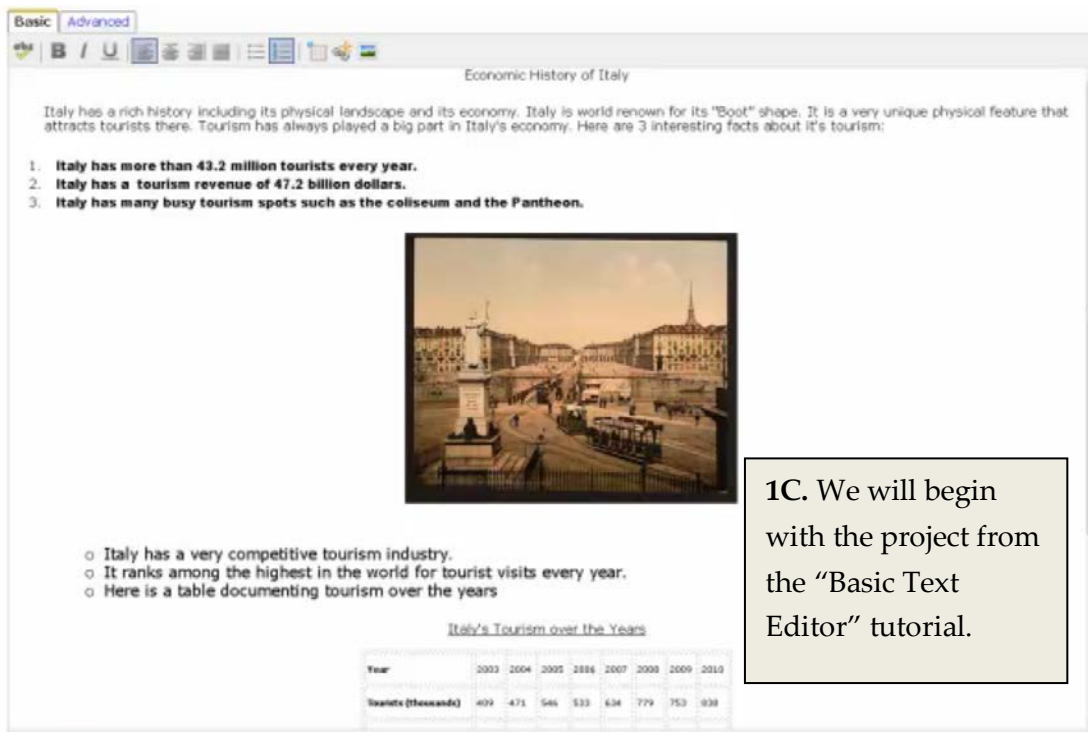
## Step 1. Getting to Advanced Text Editor



1A. From the previous text editor, please click on the “advanced” tab.




1B. You will notice how the editing menu at the top has changed.



Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renown for its "Boot" shape. It is a very unique physical feature that attracts tourists there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about it's tourism:

1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**



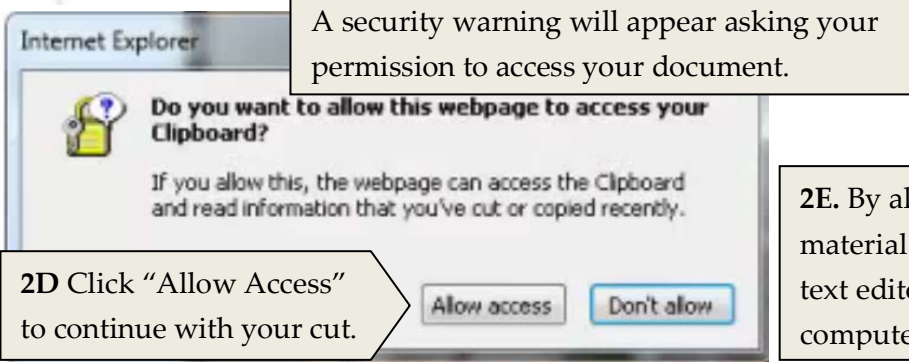
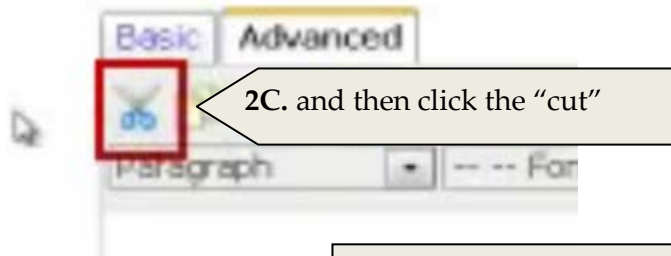
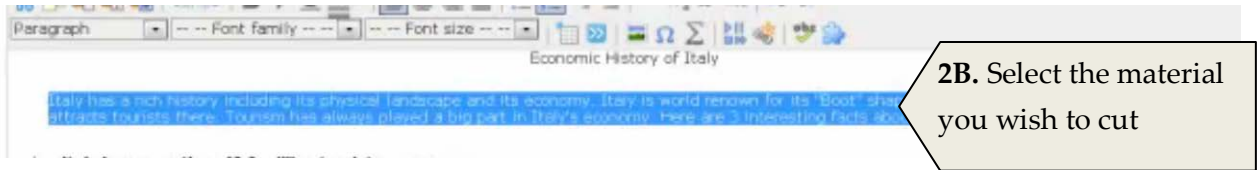
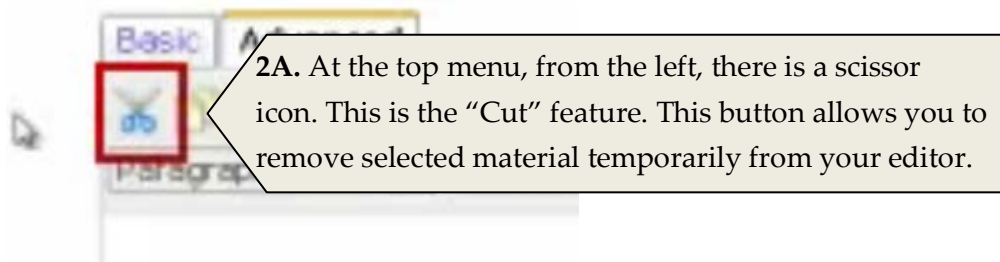
- o Italy has a very competitive tourism industry.
- o It ranks among the highest in the world for tourist visits every year.
- o Here is a table documenting tourism over the years


Italy's Tourism over the Years

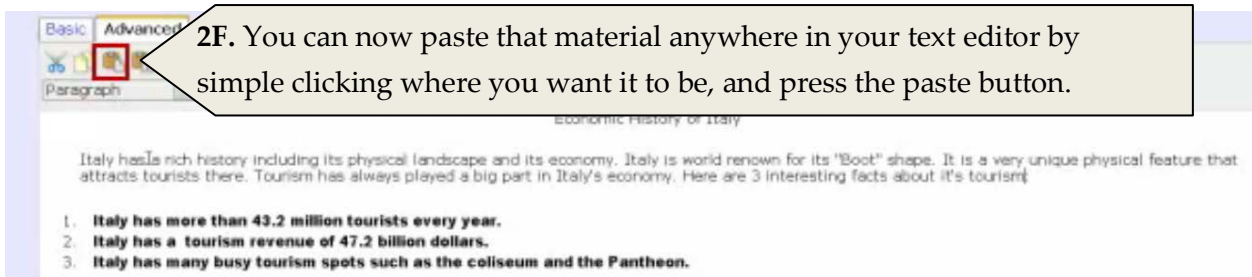
Year	2003	2004	2005	2006	2007	2008	2009	2010
tourists (thousands)	409	471	546	533	634	779	753	938

1C. We will begin with the project from the “Basic Text Editor” tutorial.

# Step 2. Using Cut, Copy, and Paste



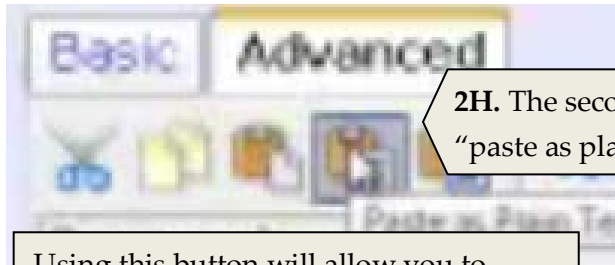
 Please notice that the "cut" function may not work properly with firefox browser depending on your security settings.





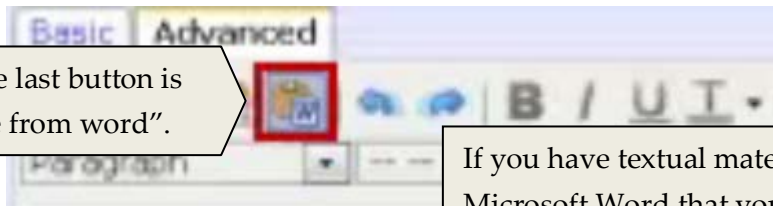
**2G.** The first button is to copy and paste the materials from another web resource.

Please notice the next 3 buttons. These 3 buttons are all paste buttons.



**2H.** The second button is the "paste as plain text" button.

Using this button will allow you to paste format free text into your editor.



**2I.** The last button is "Paste from word".

If you have textual material in Microsoft Word that you want to be entered into your text



**2J.** A window appears where you right click and select "paste" to paste the material you copied from Word.




**2K.** After you select "insert", your textual material will be placed in your text editor.

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renowned and attracts tourists there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts:

**Italy is one of the most influential countries with its historical catholic history**


1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**



2L. The button next to the "Cut" feature is the "Copy" button. To utilize this, simply select which textual or multimedia content you want to copy and click this button. Now that content is available to paste anywhere in your text editor.

## Step 3. Using Undo and Re-do


3A. You can undo any action you perform by clicking on the undo button.



In order to re-do an action you must un-do that action. Please notice that if you save your text editor, you will not be able to undo or redo actions.

**Italy is one of the most influential countries with its historical catholic history**

3B. To re-do an action, click the Redo button.

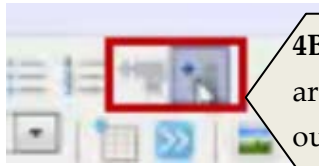


# Step 4. Top Row Edit Buttons

**4A.** The “text color” button allows you to change your text color by highlighting the text of your preference and then selecting what color you want it to be.



Please notice that your text will take the color of the words in front of your cursor UNLESS you select the button prior to typing.



**4B.** The next buttons are the indent and out dent buttons.

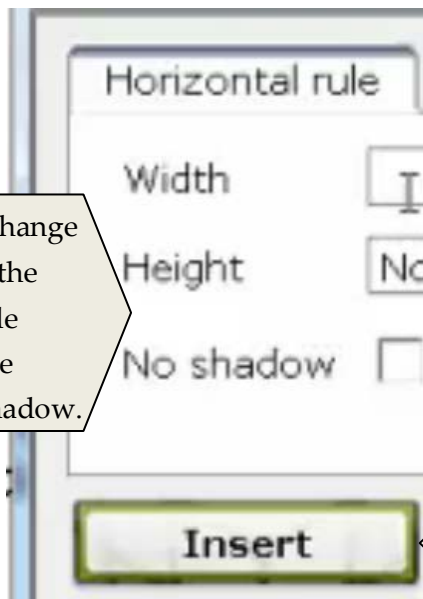
Out dent is what you want to use if you want your text to shift to the left as much as a tab key would move it. Indent will move your text to the right by a tab key. It can be used on all text, even bulleted and numbered text. The more you press it, the more “indented” your text will be.



**4C.** The button next to “Indent” is the “horizontal rule” button.

This button is made to show a break in your content with a line going through the text editor. It’s used like a new paragraph to split up new information from other content. For example, if you had facts about Italy’s tourism industry and inserted a table to show the figures, you may want to split that information up.

After you click on the button, a window pops up with the dimensions for your horizontal rule.

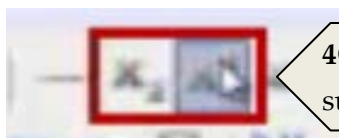


**4D.** The “width” is how long the line is, either in pixels or percents

(We recommend percent because it’s easier to predict how big it will be. For example, since 100% would be the entire width of the text editor, 50% would make the line half the width)

**4E.** You can change the height of the horizontal rule along with the option of a shadow.

**4F.** After pressing “insert”, your horizontal rule will be added, splitting up your information.



**4G.** The next few buttons over are the subscript and superscript buttons.

Chem. Form: C<sub>2</sub>H<sub>3</sub> C<sup>9</sup>

**4H.** To insert one of these symbols, simply select where you want the subscript or superscript to be inserted, select the button that you want to utilize and then type the number you want. Your text Editor will then place the number you chose in your document.



**4I.** The Strikethrough button places a line through a word or sentence if you want to show in your text editor that you need to delete something.



**4J.** Highlight the word or group of words and select the strikethrough button, a line will be placed through the selected words.

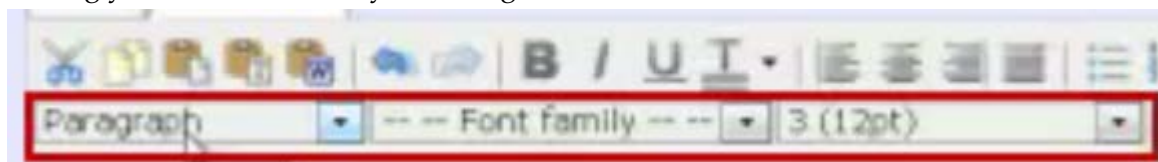


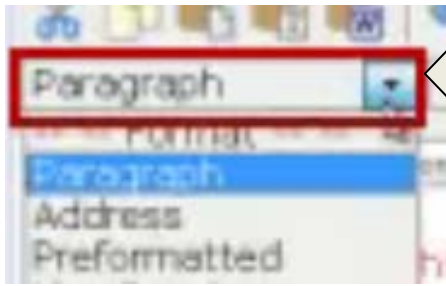
**4K.** The last 2 buttons on the top row of the menu are the "Text direction" buttons.

If you are preparing text in a different language that requires different text direction for certain characters, please select the appropriate text direction.

## Step 5. Editing Text's Font

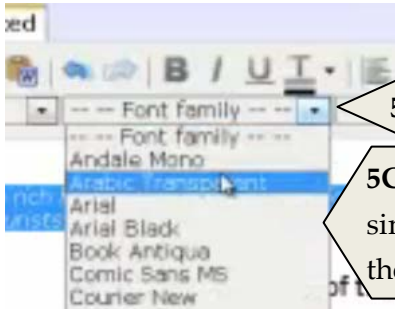
Below the cut, copy and paste buttons is the area to edit your text's font. This area is great for making your content more eye catching.





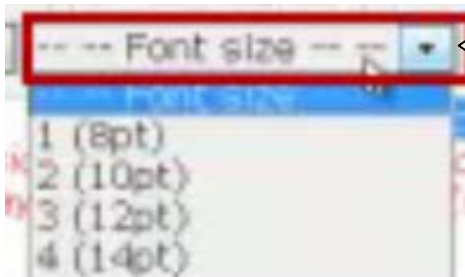
5A. The first field is where you can format your text. There are a couple selections in here that change the size and style of your text.

These are pre-made options. You can make your own formats using the Bold, underline and italics button along with the font size field.



5B. The second field is for choosing your font.

5C. To change the font of any text you must simply select the text you wish to format and then choose the font you want from the list.



5D. The last Font field is the font size.

This button allows you to change the size of your text.

## Step 6. Insert Custom Character

Now that we've covered most of the buttons, we will go into some more in depth features of the "advanced text editor". We already discussed the insert table, image and quicklink buttons in the previous tutorial. The "Attributes" and "Object from repository" buttons will be covered in a different tutorial.



6A. Next to the "Insert image" button is the "insert custom character" button.

This button has a large variety of special text characters that may be helpful to your course.

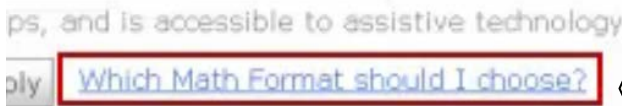


For instance, the Italian language utilizes many special characters for their spelling. If you want to spell a word in Italian or any other language that requires special characters, complete with the right symbols, you can click the custom character button and from here, you should be able to find any symbol you may need. There are not only symbols for text, but also copyright symbols, registered signs, different currencies and even fractions.



**6B.** Next to this button is the “Insert equation” button.

This button will come in very useful if you are a math professor and wish to create notes and online practice questions in your D2L course. We will not go in depth on how to use this button.



**6C.** To find out which format works best for you, after clicking the “insert equation” button, select the link “Which Math Format should I choose?” for more information.

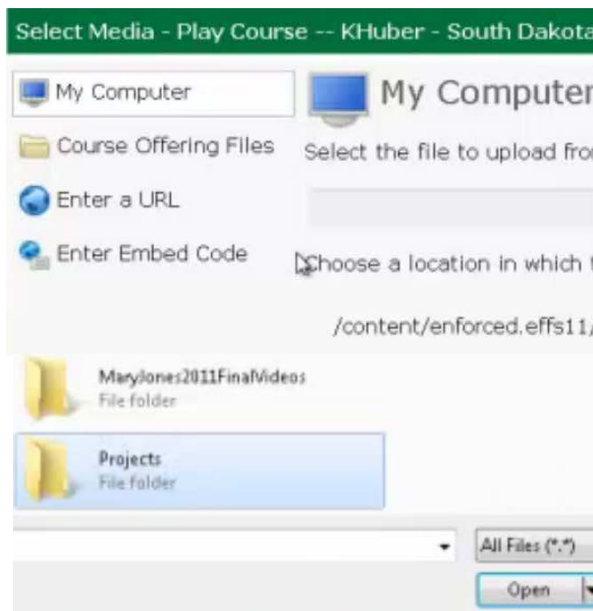
## Step 7. Insert Multimedia Button



**7A.** The next button we will discuss is the “Insert Multimedia” button.

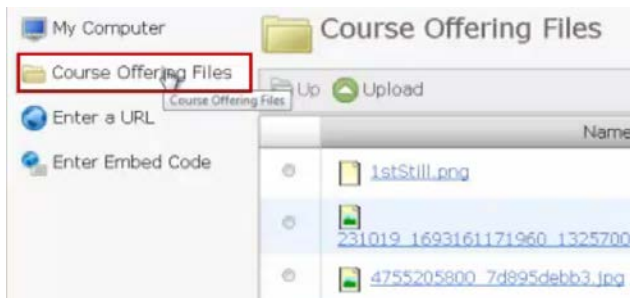
This button is useful for inserting video, audio and even images into your text editor.

When you press this button, a window appears with 4 options on the left from where you are browsing for your media.



**7B.** “My computer” is what you will want to select if you have the multimedia saved somewhere on your computer.

**7C.** If you click “browse” under this option, you will search for your media in folders from your desktop to your network.



**7D.** If you want to insert multimedia that you have used in your course before, “course offering files” is where you want to be. The “course offering files” are files of multimedia that you have used before. In D2L, when you upload media into your text editor, it will save it in a folder so you don’t lose your content.

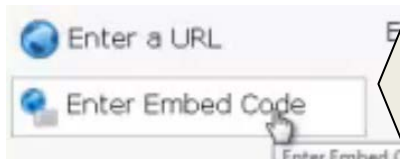


**7E.** The “Enter a URL” option is where you can enter the URL of an image or other multimedia and insert it from there.

This option is a little complicated to use. For example, if you search for an image in google and select the one you want, after you paste the URL into the field, it will show up in your text editor as a link to the picture, not the actual image.



We recommend you to use the “MY computer” option. It is easier to work with and all you need to do is save the multimedia to your computer before you want to utilize it.



**7F.** The “Embed code” option allows the instructors to create advanced web pages supported by different web programming languages such as javascript. The script will be embedded into the html code and depending on the structure of the code, it may or MAY NOT be visible to the users.



**7G.** After selecting media with any of these options, you will need to enter a title and alternate text before it will be uploaded into your text editor.

We have already discussed the check spelling button in the previous tutorial.



**7H.** After you are finished entering and editing the content in your text editor, select the “save” button at the bottom right hand side of your text editor.

## Edit Topic - Italy basic text



7I. If you scroll to the top of the page, you will be able to see your new content listed by pressing "Mange content".



7J. If you wish to edit your text editors further, click on the pencil icon next you it.

In this tutorial we have discussed how to utilize the Advanced tab for D2L text editors.